

USER ACCOUNT FORM

Name/Account: _____

Job Title: _____

NUID Number: _____

Department: _____

E-Mail address: _____

Date submitted: _____

Need by Date: _____

New Employee

Account Change

Student Account

SYSTEM ACCESS

	Add	Remove	Username/ID	Temp Password	
Computer					<i>Requires HR signature on new account</i>
E-Mail					<i>Requires HR signature on new account</i>
myPSC - PROD					<i>Requires functional area signatures below</i>
myPSC - TST					<i>Requires functional area signatures below</i>
myPSC - QA					<i>Requires functional area signatures below</i>
SAP					<i>Contact Business Office</i>
StarRez					<i>Contact Student Services Office</i>
FireFly					<i>Contact HR Office</i>
ImageNow					<i>Contact Computer Services</i>
WebFocus					<i>Contact Computer Services</i>
NESIS FTP					<i>Contact Computer Services</i>
WebFocus FTP					<i>Contact Computer Services</i>
Wi-Q/BASIS					<i>Requires Security signature below</i>
Zoom					<i>Contact Computer Services</i>

NETWORK ACCESS

SHARED ACCOUNT ACCESS

<i>(department shares,....)</i>	Add	Remove	<i>(shared account)</i>	Add	Remove

SIGNATURES

Department Supervisor	Signature	Date
Functional Area Lead <i>(Financial Aid)</i>	Signature	Date
Functional Area Lead <i>(Student Records)</i>	Signature	Date
Functional Area Lead <i>(Student Financials)</i>	Signature	Date
Functional Area Lead <i>(Campus Community)</i>	Signature	Date
Security	Signature	Date
Human Resources	Signature	Date

INFORMATION

Department Supervisor and Human Resource signatures are required for new college employees. Only the department supervisor signature is required on additional access and work-study accounts. Department Supervisor signature is required for access removal of previous department access. Supervisor is responsible for making the account holder aware of all account and password policies. Appropriate passwords will be given to the account holder, with the exception of work-study account passwords which will be given to the department head. Campus Solutions SIS functional area lead signatures are required for Peoplesoft Campus Solutions (myPSC) access. Please DO NOT request more access than the position requires.